

Guide for Determination of Need for Pre-Employment Drug Test by Personnel Action

Action	Description of Action	Test & 30-day Notice	30-day Notice only
Competitive Selection	Applicant is current NASA employee tentatively selected for TDP who was not, immediately prior to selection, subject to random testing.	X	
Competitive Selection (Delegating Examining)	Applicant tentatively selected for TDP.	X	
Detail to NASA (includes Military Detail to any TDP)	Assigned to TDP. (1)	X	
Expert/Consultant/IPA Assignee	Assigned to TDP. (1)	X	
Non-Competitive Promotion (e.g., Career-Ladder Promotion)	Position now meets criteria for TDP.		X
Non-Competitive Reassignment (2) (within Center or to another Center)	From non-TDP to TDP or from TDP to TDP.		X
Transfer (from another agency)	Transferred to TDP.	X	

Notes:

(1) A detailee, expert/consultant, or IPA assignee may not necessarily be assigned to a position description but only to a set of duties either of which may meet the criteria as a TDP.

(2) Non-Competitive Reassignment includes:

- to position that has been redescribed as result of position review (determination that functions meet criteria for TDP, i.e., need for security clearance of secret or above, need for certification under Personnel Reliability Program (PRP).
- to position in the same series.
- to position that has been redescribed due to new/revised classification standard.
- to position in new occupational series.
- to different position/same grade with change in salary due to different locality payment.

Guiding Principles:

(1) If employee was in TDP and subject to random testing **by NASA** prior to the action, there is no requirement for pre-employment test; but he/she must receive 30-day notice.

(2) If employee was not in a TDP prior to Non-Competitive Promotion or Reassignment action to a TDP, there is no requirement for pre-employment test, but he/she must receive 30-day notice.